

WHAT'S NEW FOR THE OCTOBER 2010 HR MANAGEMENT REPORT?

The following document provides a high level overview of what's new for the October 2010 Human Resource Management Report (HRM Report).

☐ Performance Measure Parameters Updates:

- Appointments are now based on the appointment status (Work Contract in BI or Contract in HRMS) being permanent or intent to become permanent (previous reports were based on permanent appointments in permanent, appointed, and civil service exempt positions (Employee Group))
- Average Overtime and Percent Employees Receiving Overtime are now only for those who are eligible for Overtime (previous reports included averages and percent of entire workforce, regardless of overtime eligibility)
- Average Overtime and Percent Employees Receiving Overtime are now based on all permanent and non-permanent employees (previous reports included only those in permanent, appointed, or civil service exempt positions)
- Sick Leave is now based on all permanent and non-permanent employees (previous reports included only those in permanent, appointed, or civil service exempt positions)
- Turnover is now based on the appointment status being permanent or with the intent to become permanent (previous reports were based on those in permanent appointment and permanent, appointed, and civil service exempt position status)
- Number of Disciplinary Actions Taken is now based on all permanent and non-permanent employees (previous reports were based only on those in permanent appointment, position, and state status)
- Diversity Profile is now based on all permanent and non-permanent employees (previous reports were based on those with a permanent state status only)

☐ New and improved BI reports available on the HRMS Portal:

- All reports now have “Executive Branch” restrictions, rather than “Basic Universe” (now includes Marine Division and WSP Troopers)
- All reports now include permanent and non-permanent employees, with the exception of Types of Appointments, Turnover, and Separations During Review Period which report only those in permanent or intent to become permanent appointments.
Note: Performance measure parameters document has been updated to reflect these changes
- Business Area added as selection criteria option for running reports
- Additional drilldown options added to reports such as Action Type, Action Reason, Position, Work Contract, Employee Group, Employee Subgroup, Contract Type, Pay Grade/Scale Area, Job Class Code

- Most reports containing action types and action reasons have been re-evaluated and updated according to HRM report needs. BI report descriptions and their definitions (such as what restrictions are being used) can be found in the HR Management Related – BI Report Descriptions and Definitions document on the Strategic HR / What's in the Data Query website.

*Note: The **HR Management Related – BI Report Descriptions and Definitions** document replaces the previous “HRM Report Basic & Diversity Universe”, “HRM Report BI Coding Restrictions for Performance Measures”, and “HRM Report Drop Downs Statuses” documents from previous reports.*

❑ Individual Report Updates:

- **Types of Appointments report updates**

- The intent of the report has been updated to show appointment activities where a hiring choice was made
- Demotions are no longer included in the report
- Appointment counts are now based on appointment status (Work Contract) only rather than a combination of appointment status, position status, and state status
- Exempt appointments have been rolled into existing appointment categories
- New “Hires from Layoff List” field added
- New optional “Non-Perm Appointments” field added (based on appointment status of Non-Perm Limited and Non-Perm On Call)

- **Separations During Review Period report updates**

- Separations During Review Period counts are now based on appointment status (Work Contract) only rather than a combination of appointment status, position status, and state status

- **Overtime Cost report updates**

- Addition of new Overtime wage types based on adding Marine Division to reports and reassessment of codes available
- Removed restriction on Employee Group (position status) of Permanent, Appointed, and Civil Service Exempt

- **Average Overtime and % Employees Receiving Overtime report updates**

- Addition of new Overtime wage types based on adding Marine Division to reports and reassessment of codes available
- Removed restriction on Employee Group (position status) of Permanent, Appointed, and Civil Service Exempt
- Hours are based on only those eligible for Overtime (there is still an option to view averages/percentages by all employees rather than only those eligible for Overtime, however, the HRM report should reflect only those eligible for Overtime)

- **Sick Leave report updates**
 - Sick Leave report is now available to run from the HRMS Portal
- **Turnover report updates**
 - Turnover counts now based on appointment status (Work Contract) only rather than a combination of appointment status, position status, and state status
 - New “% Turnover – Layoff” category added to track layoff separations from state service
 - New optional “% Turnover – Non-Perm” field added (based on separations of those in an appointment status of Non-Perm Limited and Non-Perm On Call)
- **Diversity Profile / Diversity Profile by Ethnicity report updates**
 - Diversity Profile by Ethnicity report was rolled into the Diversity Profile report

❑ **HRM Standard Report Format template updates:**

- Types of Appointments chart (slide 7) now includes Hires from Layoff List and no longer includes Exempt Appointments as a separate field
- Overtime Usage (slide 9) now specifies Average Overtime and Percent Employees Receiving Overtime reflects those eligible for overtime only
- Total % Turnover (slide 17) now includes “Layoff”
- Workforce Diversity Profile (slide 18) has been updated to reflect requirements for agency affirmative action reporting. Agencies should provide the count and percent of each group and include a comparison to the previous fiscal year.
- Employee Survey Ratings (slide 19) has been updated to include the November 2009 Employee Survey results for comparison to previous year.

❑ **New email for submitting HRM Report and questions regarding the report:**

- Contact us at: [DOP MI Strategic HR](mailto:strategichr@dop.wa.gov) (strategichr@dop.wa.gov)